



# Kansas Division of Emergency Management Training

Register online at <https://ks.train.org> • Search for Course ID: 1052923

## G290—Basic Public Information Officer

New date!

**November 18-19, 2015 • 8:30am to 5pm each day**  
**EMS Training Facility • 406 Miller Dr., Wamego, KS**

This course is designed to prepare participants to function as full- or part-time PIOs.

Additionally, this training is a prerequisite and foundation for more advanced training that takes participants from the awareness level to the mastery level in their public information careers.

This training will equip participants with the basic skills needed to be full- or part-time PIOs such as oral and written communications, and understanding and working with the media, and basic tools and techniques needed to perform effectively.

### Objectives

- Demonstrate how to communicate emergency public information effectively in writing to the public through the news media

- Describe actions the PIO can take to prepare for and conduct an effective interview with the news media
- Demonstrate the ability to answer questions effectively during an on-camera interview
- Describe how to effectively perform the responsibilities of the PIO at the scene of an incident
- Describe the JIS/JIC concepts as they apply to the public information function in an expanding incident
- Participate in a panel discussion with members of the news media

### Target Audience

The primary audience for this training is individuals who have public information responsibilities as their main job or as an auxiliary function at the State, tribal, or local level government.

**The deadline to register is November 11, 2015. Participants that will need lodging arrangements must register before this date.**

Visit our website for a full listing of courses available in Kansas <http://www.kansastag.gov/KDEM.asp?PageID=266>

### Need help?

Isabel Herrera Schultes at [maria.i.herrera13.nfg@mail.mil](mailto:maria.i.herrera13.nfg@mail.mil) (785) 274-1412 OR KS-TRAIN Help Desk at [helpdesk@kdheks.gov](mailto:helpdesk@kdheks.gov) (785) 296-5655



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### FAQs about KS-TRAIN and New User Accounts

- **How do I sign up for a TRAIN user account?**

Log onto <https://ks.train.org>. Click on "Create an Account," which appears underneath the login on the left hand side of the screen. Review and accept the Terms and Conditions. Fill out all of the necessary information on the subsequent pages. (If you'd like, you can also fill in the optional information.) When you have finished, click "Continue" to enter the site.

- **How do I find courses to take?**

There are several ways to do this. If you have a Course ID Number: enter this number in the "Search by Course ID" box (the second pale-blue box below the Kansas Seal). If you don't know the Course ID number you can click the "Course Search" link at the top of the screen. From this page you can click "Browse" to view all course offerings in TRAIN, or you can use any of the tools in the "Search Options" list to help narrow your results.

- **I've registered for a course – where do I find confirmation of this?**

All of your course registrations can be found by clicking "My Learning" from the home page. This will include all in-progress courses. *With courses offered by Kansas Emergency Management; you can expect to receive an email confirmation from our office within 3 working days after you submit your registration for approval.*

- **I signed up for a "Live" course and can no longer attend. Who should I contact?**

You can withdraw yourself from any course by going to the Course Management page and clicking the "Withdraw" button. You can also contact Isabel Herrera Schultes at [maria.i.herrera13.nfg@mail.mil](mailto:maria.i.herrera13.nfg@mail.mil) or 785-274-1412 if you need help withdrawing.

**Please contact our office if you have any questions about this course.**

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*If you have a disability or need special accommodations in order to fully participate in any training activity, please contact the State Training Officer, Erin McGinnis, at 785-274-1413, or [erin.m.mcginis2.nfg@mail.mil](mailto:erin.m.mcginis2.nfg@mail.mil) to discuss your specific needs.*